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**AGENDA:**

10 May 1951

**Memos:**

24 January and 25 January 1951

Proposed a survey (or surveys) be undertaken on the following basis:

1. Testing and assessment programs now in the Agency.  
Estimated time six weeks.

Broad setting: having in mind recruiting, selection, placement, evaluation training and promotion.

Specific areas: operations at K Building; FDD procedures in language area; Unclassified Clerical Pool; Unclassified Group A. Current testing and assessment procedures.

2. Develop Agency wide method and program for tests, assessment and the whole rationale of recruiting, selection, placement, etc.

**Details**

- a. development of job criteria. All personnel? Career Trainees; Employee Progress, etc. Validity of limitations in initial stages?
  - b. centralization of program and its administration.
  - c. consideration of selection and personnel records made uniform across divisional lines (now in effect?) as basic elements in evaluation and training.
  - d. subsequent re-appraisal of capability and performance. Tests. Application below GS-11/12 level (Employee Progress) and above.
  - e. should GS-11/12 procedures be different for high level professional officers; administrative officers; and on the other hand, clerical, secretary and lower administrative.
3. Difficulties - heterogeneity of specialized personnel; relationships between general and specialized personnel; permanent and temporary staff (immaterial?)
  4. Further studies that may be required as result of steps 1 and 2.

**Contract**

works on a cost plus 7 1/2% basis. Originally estimated \$20,000 approximately; basis somewhat indefinite; only step 1 of survey or complete job? Actual bid costs plus \$600. Avail-

~~CONFIDENTIAL~~Career Program  
100Clerical up to 659  
to 1000 hrs.20-25 lang areas  
not standardizedHow can testing be  
woven into Employee  
Progress Programaptitude testing of  
communications  
programIngen? Big  
psychiatric screening  
battery. Mod Div.

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Management's Interest

How about their tie-in?

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